

REPORTS INVENTORY						CONTROL NO. DDS/OL/PD-3	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Semi-Annual Property Report						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)		
	<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY				
	<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED 10		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annually			6. DISTRIBUTION (No. of components not number of copies) 1 - OL/PMS, 1 - OF - 2 PD, 1 - Audit - 1 - Contracting Team, 1 - STAT		
7. FORMAT (memorandum, form, computer print-out, etc.) Typed memo and list of figures		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIREING REPORT Memo from Chief Accounts Division Office of Finance dtd 16 May 1966		
10. PREPARING COMPONENT (include lowest level contributing information to report)  OL/PD/CAS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-5	3.57		8		28.56		2 57.12
GS-9	4.91		8		39.28		2 78.56
GS-14	10.07		8		80.56		2 161.12
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
296.80							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT	
16. DATE OF INVENTORY 22 Sept. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130151-6					18. EXTENSION